



## Terms of Reference: COACHING COMMITTEE

### **Mandate**

The purpose of the Coaching Committee is to select, design, deliver, implement and evaluate Provincial Team Policies to fulfill ATA's high performance goals and objectives, in a transparent and accountable manner.

### **Key Duties**

The Committee will, under the authority delegated to it by ATA Board, be responsible for overseeing all Provincial Team matters and will specifically:

- Plan and implement Coaching Education (NCCP)
- Partner with Provincial Team Committee and High Performance Committee - Select and Evaluate Provincial team and coaches
- Develop, recommend, and implement athlete and coach selection criteria
- Conjunction with HP Committee, plan team training, training camp
- Perform such additional duties as may be delegated to the Committee by ATA Board.

### **Authority**

The Committee will exercise its authority as set out in this Terms of Reference.

### **Composition**

The composition of the Committee will be:

- Coaching Director (Chair)
- 4 provincial team coaches (3 for Sparring and 1 for Poomsae - Selected by Coaching Director with Board Approval)
- Athlete Director
- Medical Chair

The **Coaching Director** will chair the Committee.

There are no term limits for members of the Committee.

The Chair may invite other individuals, including technical experts, to participate in Committee meetings as necessary. These individuals are not permitted to vote, and must absent themselves while vote(s) are in progress.

Individual experts are limited to providing technical advice, and are not to comment on particular athletes or coaches.

### **Meetings**

The Committee will meet by telephone or in person, as required, with meetings held at the call of the Chair. Given the nature of the work of this committee, members must be particularly mindful of actual or perceived conflicts of interest. When a conflict is declared: (1) the member may speak only to the principle(s) underlying a decision, not to the particulars., and (2) the member must be replaced by a person without a conflict from a standby list appointed from that member's constituency.

A quorum is five voting members, which must include one coach representative, one athlete representative.

**Resources**

The Committee will receive the necessary financial and administrative resources from ATA to fulfill its mandate.

**Reporting**

The Chair will provide status reports to the Board semi-annually at a meeting of the Board, and will report to the Members at the Annual Meeting.

**Review**

The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.

Approved on May 22, 2015